

webTA
Employee Manual

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Definitions

ACCOUNTS

Any time in pay status must have an account code associated with it. The account code includes your appropriation code and cost code.

DEFAULT SCHEDULE

The default schedule is your basic tour-of-duty. This schedule can be loaded into every pay period's timecard, to lessen the amount of input needed.

DOLLAR TRANSACTIONS

Special Time in Pay transactions where a dollar amount is recorded and paid to you.

ERROR MESSAGES

Messages generated during the validation process. Error messages are generated when webTA determines that the data entered is incorrect. The most common errors are when the daily, weekly, or pay period totals do not balance. You cannot validate a timecard if errors exist.

EXCEPTION PROCESSING

A type of processing where the default schedule is loaded into every pay period's timecard and only differences to the default need to be input to the timecard. The webTA system will automatically subtract the appropriate hours from the regular time on the default schedule.

LEAVE AND OTHER TIME

Leave usage (e.g., annual leave, sick leave, holiday pay, Leave Without Pay) is listed under the Leave and Other Time section of the timecard.

LOCATOR INFORMATION

Provides a means of maintaining contact information for employees. Only email addresses must be listed in the Locator Info field. Your task messages will be sent to the email address listed in your Locator Info.

PREFIX (PFX)

A code used to expand the definition for certain Time in Pay codes.

RESTORE FROM DEFAULT

A type of processing where the default schedule is loaded into every pay period's timecard, and only differences to the default need to be input to the timecard. You would also need to subtract the appropriate hours from the regular time on the default schedule.

STORED ACCOUNTING

A type of processing where your accounting information is stored in the NFC database. All time and attendance data will be charged to this account, without having to enter the account on the T&A.

SUFFIX (SFX)

A code used to expand the definition for certain Time in Pay codes. The suffix code is used to pay a wage grade employee his/her shift differential. For example, Wage Grade employees working second shift use suffix 2.

T&A DATA

The Time and Attendance report, also referred to as the “timecard.” It is the basis for reporting your hours of work.

T&A PROFILE

The information on this screen identifies your basic payroll profile. It includes tour of duty, pay plan, service computation date, and leave category.

T&A DATA SUMMARY

A way to view all of your webTA data for the pay period. It shows your timecard information, T&A profile, leave balances, and on-line leave requests. You cannot enter any information on this form. Your supervisor will review the same form prior to certifying your timecard.

TASKS

Tasks are messages sent via electronic mail to the email address listed in your Locator Info. Tasks can be system generated (such as approval of leave requests) or employee generated (such as requesting your timekeeper to update your T&A profile).

VALIDATE

When you validate the timecard, you are stating that the information is correct. The webTA system checks the information against some pre-programmed edits. You may receive warning or error messages during the validation process. You cannot validate a timecard if errors exist. Warnings should be carefully considered to determine if further action is needed.

WARNING MESSAGES

Messages generated through the validation process. Warning messages are generated when the possibility of an error exists, but webTA does not have enough information to determine for sure that there is an error. The most common warning message is if leave is posted on the timecard, but there is no on-line leave request. Warnings should be carefully considered to determine if further action is needed.

WORK TIME

Work time (e.g., regular base pay, overtime, compensatory time earned) and pay differentials (COLA, Post Differential) are listed under the Work Time section of the timecard.

Basics

There are a few things that you need to keep in mind while using webTA.

First, webTA is an Internet or intranet based application that differs from other computer applications, such as MS Word or Excel. Some of the processing in webTA is done on your computer, and some is done on a server. Because of the way the Internet works, there is not a constant connection between your computer and the server. So, when entering information in webTA, you must always tell the system that you want to save your work by clicking the appropriate button on the screen (usually the **Save** button).

If you use a web browser often, this system should be relatively simple to use. The biggest difference is that you should not use the **Forward** and **Back** buttons in your browser. You should use the navigation buttons within webTA, such as **Return**, **Save** and **Next**. If you do use the **Forward** or **Back** buttons, you risk losing data that you have entered.

Within a page, use your *Tab* key to move from one field to another or use your mouse to point to a field and click.

One of the most common functions you will do is enter time worked and leave used. All time should be entered as the number of hours, a colon, and the number of minutes (hh:mm). Minutes should be recorded in 15-minute increments (00, 15, 30 or 45). For example, 4 hours and 30 minutes would be entered as 4:30. To enter whole hours, you only need to enter the hours. You may also enter the number of hours, a period, and a decimal fraction. The system automatically converts time entered this way to the hours:minutes format and rounds the entry to the nearest 15 minute increment. For example, 2.5 is converted to 2:30 and 4.1 is converted to 4:00 (a tenth of an hour is 6 minutes so it is rounded down).

As you enter data, some checks (validations) are performed. If you enter data that webTA can identify as incorrect, an error message is displayed indicating what is causing the problem. The main validation process is done after all data is entered for a pay period. Once validated, the data may be certified correct by the supervisor.

When you are done using webTA, you should properly exit the system by clicking the **Logout** button found at the top right of most screens. This ensures that data is properly saved and you are logged out of webTA. If there is no Logout button, you should complete the function you are using to get back to a menu or other screen with a Logout button.

The webTA system has a session timeout set on the server. If you leave webTA open and logged in for over 10 minutes, your session will expire and you will be logged out of the application. This is a security feature to prevent others from using your webTA account. If your session times out, simply log back into webTA to continue.

Logging In and Logging Out

To access webTA, click on the link to webTA on your customer page.

Access to webTA data is controlled by user IDs and passwords. Enter your user ID and password, and then click **Log In**. If your user ID and password are entered correctly, a *Main Menu* is displayed. Otherwise an error message pops up.

webTA: webTA Login: com.threeis.webta.P110login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region

webTA Login

This system is only for the use of authorized users who also agree to the following terms of use: anyone using this system expressly consents to having their actions monitored and any information gathered from such monitoring that indicates possible evidence of criminal activity may be provided to law enforcement personnel.

.....


webTA is available Monday through Saturday from 4 am to midnight Eastern time.

Please enter your User ID and Password for the Time & Attendance system:

User ID

Password

(password is case-sensitive)

 KRONOS

After three unsuccessful attempts to log into webTA, you will be locked out of the system and the Pay and Leave Staff must reset your password.

To end your webTA session you should log out of the application by clicking **Logout** in the upper right corner of the page. The **Logout** link is displayed on all pages other than the Login page.

Changing Your Password

To change your password within webTA, click **Change Password** on the *Main Menu* page. It is located in the *User Functions* section at the bottom of the page.



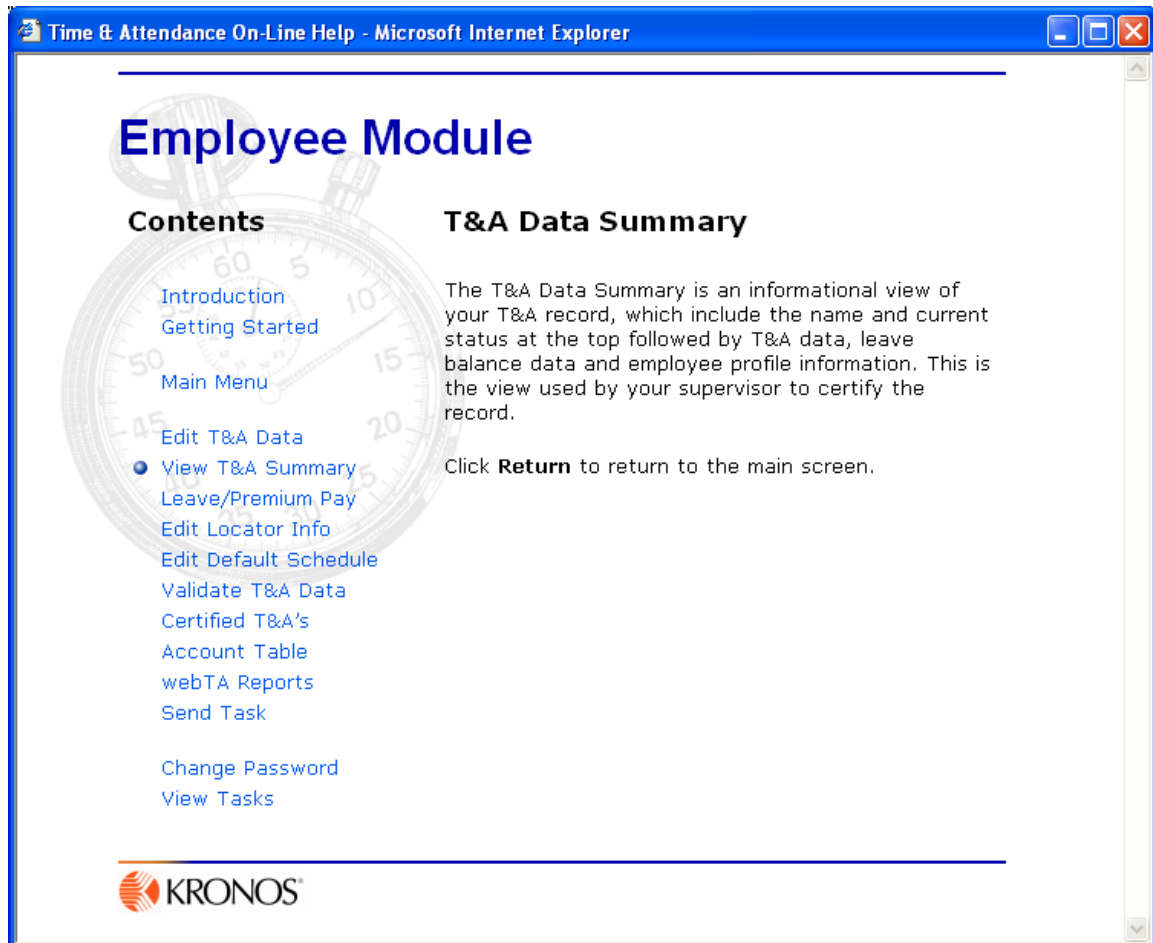
You should change your password on a regular basis, and you should never give your password to any other person. Passwords should not be easy to guess. Avoid your spouse's and children's names. The best passwords are random alphanumeric strings. Your webTA password must be at least 8 characters in length. It must contain an uppercase letter, a lowercase letter, a number, and a special character (% , \$, & , etc.)

On the *Change Password* page, enter your current password. Then enter your new password twice, once in each of the fields provided, to verify that you did not make a typing error.

To save your new password, click **Save** and return to the *Main Menu*. Click **Cancel** to return without saving.

Online Help

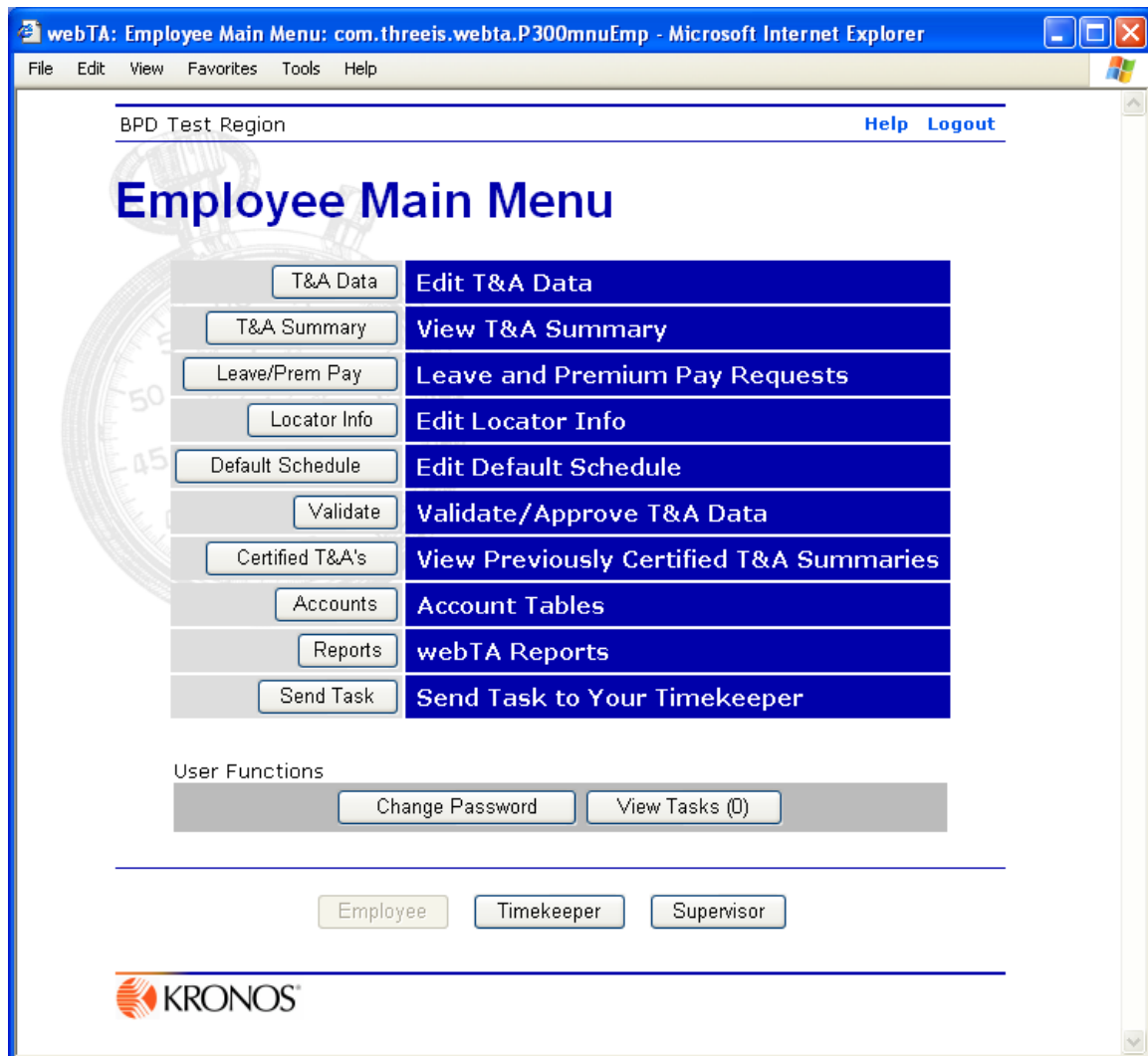
Throughout webTA, every page has an associated help page. If you need additional information about the page, simply click the **Help** link in the upper right corner of the window, next to the **Logout** link.



Help screens are displayed in a separate window from webTA. You can navigate the help screens using the contents links on the left side of the page. When you are finished viewing Help, simply close the help window.

Employee Main Menu

The *Employee Main Menu* provides access to the various functions that a typical employee would use.



You can enter hours worked and leave used to your T&A report and view a summary of the information. You may also submit leave or overtime requests; save your locator information; create or modify your default schedule; approve your timecard; view previous timecards; save new accounts; and, send tasks to your timekeeper.

Account Tables

Your timekeeper will establish a default list of accounts that you can charge to. If you need to charge to additional accounts, you can add them to your personal account table. You cannot create new accounts.

To add new accounts to your personal table, click on **Accounts** from the Employee Main Menu. The screen below is displayed. Click **Get Account** to search for the accounts you want to add.

webTA: Account Tables: com.threeis.webta.P380acctTable - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Account Tables

Timekeeper's Accounts

Account	Description
169142000	PAY & LEAVE SERVICES
999999999	Test Account

Your Accounts

Account	Description
No Employee Accounts.	

KRONOS

When you click **Get Account**, the *Search for Account* screen is displayed. The screen displays information based on an account template created for your agency. You may leave all fields blank to get a list of all valid accounts, or you may enter those parts of the account that you know to narrow the search. Click **Find Account** to display a list of all matching accounts for you to browse through and select from. Click **Add** next to the account you wish to choose. Then click **Return**.

In the example below, webTA will display any accounts with a cost code beginning with the number 5.

webTA: Search for Account: com.threeis.webta.P960searchAccount - Microsoft Intern...

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Search for Account

Limit your search by entering the parts of account that you know.
See Online Help for more information.

Account Information

Appropriation Code	<input type="text"/>
Cost Center	<input type="text" value="5"/>
Reporting Category	<input type="text"/>
Project Code	<input type="text"/>

KRONOS

Once you click on **Find Account**, a screen similar to the one below is displayed. To add an account to your personal account table, simply click **Add** next to the appropriate account. The *Add* button will change to *Listed*. When you have finished adding accounts, click **Return**.

	Account	Description
Add	015100000	OFFICE OF THE ASSISTANT COMI
Add	015400000	INVESTOR ASSISTANCE CENTER
Add	015500000	ACCRUAL SERVICES DIVISION
Add	015700000	CURRENT INCOME SERVICES

Return

KRONOS

You can also delete accounts from your personal account table. Click **Del** next to the account you want to remove. You cannot remove the accounts in your timekeeper's account table.

Timekeeper's Accounts

Account	Description
169142000	PAY & LEAVE SERVICES
999999999	Test Account

Your Accounts

Account	Description
Del 016600000	DIVISION OF SUPPORT SERVICES

Save Description

Get Account Return

KRONOS

Entering Your T&A Data

You should enter T&A data on a daily basis. To enter your T&A data, click **T&A Data** on the *Main Menu*. The *Payroll Data* page is displayed.

webTA: T&A Data: com.threeis.webta.P430slineDataTAPay - Microsoft Internet Explorer

BPD Test Region [Help](#) [Logout](#)

T&A Data

Name: **Roberta Johnson** Pay Period: **07 : Apr 3, 2005 to Apr 16, 2005**
Time Card Type: **Regular** Leave Year: **2005**

Work Time			Apr							Apr										
Transaction	Pfk	Sfk	Account	3	4	5	6	7	8	9	Wk 1	10	11	12	13	14	15	16	Wk 2	Total
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Edit	Regular Base Pay		999999999		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Del	Test Account																			
New	Work Time Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave and Other Time																				
New	(No Leave and Other Time transactions)																			
Daily Total					8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Remarks:

[Update](#) [Save/Return](#) [Cancel](#)

KRONOS

The biweekly data is made up of lines of Work Time and Leave and Other Time. Work Time transactions are associated with time worked and to activate or deactivate some pay differentials. Leave and Other Time is for leave usage.

You may also record *Remarks*. Remarks should be brief.

You may edit, delete or add lines to any of the sections of this page. To modify a line, click **Edit** next to the line you want to change. To delete a line, click **Del** next to the line. Note that as soon as you click **Del**, the line is permanently removed. You can only recover it by adding it again. To add a line, click **New** in the appropriate section.

You will be taken to the *New Work Time Activity* or *New Leave and Other Time Activity* screen, where you will select the appropriate transaction. By default, Regular Base Pay is selected in the Work Time section; Admin/Excused Absence is selected in the Leave and Other Time section. To choose a different transaction code, click the down arrow in the transaction code field. A list of transaction codes is displayed. Scroll down and select the appropriate transaction code. Then complete the prefix and suffix, if necessary. Note that some transaction codes that include a prefix or suffix as part of the transaction will be filled in automatically.

webTA: Untitled: com.threeis.webta.P3301slineNew - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

New Leave and Other Time Activity

Transaction Code	Admin/Excused Absence
Prefix	
Suffix	
Account	Select An Account

KRONOS

Click **Save** to save the transaction code and return to the T&A Data screen.

Note: If you are an approved leave recipient, you will receive guidance from the Pay and Leave staff on entering data to the timecard.

Finally, enter the daily totals of time to charge to the transaction. The daily hours should be recorded as hours and minutes, in 15-minute increments. You may enter the number of hours, a colon, and the number of minutes.

Alternatively, you may enter the hours, a period, and a decimal fraction. If you enter time this way, it will be converted to hours and minutes, rounding to the nearest 15-minute increment. As an example, 3.5 is converted to 3:30.

webTA: T&A Data: com.threeris.webta.P430slineDataTAPay - Microsoft Internet Explorer

BPD Test Region [Help](#) [Logout](#)

T&A Data

Name: **Roberta Johnson** Pay Period: **07 : Apr 3, 2005 to Apr 16, 2005**
Time Card Type: **Regular** Leave Year: **2005**

Work Time				Apr							Apr									
Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Wk 1	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Edit			999999999									8:00	8:00	8:00	8:00	8:00		40:00	40:00	
Del			Test Account																	
New			Work Time Total								8:00	8:00	8:00	8:00	8:00			40:00	40:00	
Leave and Other Time																				
Edit			999999999		8:00	8:00	8:00	8:00	8:00		40:00									40:00
Del			Test Account																	
New			Leave and Other Time Total	8:00	8:00	8:00	8:00	8:00		40:00										40:00
Daily Total				8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00	

Remarks:

[Update](#) [Save/Return](#) [Cancel](#)

KRONOS

At the bottom of the screen are options to **Update**, **Save/Return**, or **Cancel**.

- Click **Update** to update the transaction. You will remain on this screen, where you can click **New** to select another transaction.
- Click **Save/Return** to update the transaction and return to the Timekeeper Select Employee screen.
- Click **Cancel** to return to the Timekeeper Select Employee screen without saving the daily hours of time.

T&A Summary Page

The T&A data summary page is displayed with your name and pay period at the top. The first section after the header is the timecard data. Following the timecard data are any approved leave requests, the T&A profile, and leave data information. Your timekeeper and supervisor will review this same form before your timecard is certified.

webTA: T&A Data Summary: com.threeis.webta.P350dataTASum - Microsoft Internet Explorer provided by America Online

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Name: **Roberta Johnson** Pay Period: **07 : Apr 3, 2005 to Apr 16, 2005**

Time Card Type: **Regular** Leave Year: **2005**

Status: **Not Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Work Time				Apr														Total		
Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Wk 1	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Regular Base Pay			999999999									8	8	8	8	8		40	40	
Test Account																				
Work Time Total												8	8	8	8	8		40	40	

Leave and Other Time				Apr														Total		
Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Wk 1	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Sick Leave			999999999		8	8	8	8	8									40		40
Test Account																				
Leave and Other Time Total					8	8	8	8	8									40		40
Daily Total					8	8	8	8	8			8	8	8	8	8		40	80	

Approved Leave Requests				
Transaction	Dates Taken	Hours	Approved By	Date Approved
Accrued Sick Leave	Apr 01 2005 - Apr 08 2005	48:00	Diane Dawkins (DDAWKINS)	Apr 13 2005

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	8:00 - 4:30
Alternative Schedule	Regular 8-hour Days
Agency	BPD
State	WV
Town	2040
Unit	01
Timekeeper	01
New Contact Point	Yes
Retain Data	Restore from Default
Account Data Code	Manual Entry
Service Computation Date	Aug 15 1987
Annual Leave Category	8 hr/pp

Leave Data	
	Fwd Accr Avail Used Bal
Annual	207:30 8:00 215:30 -- 215:30
Sick	198:45 4:00 202:45 40:00 162:45

Leave Year Projection	
Maximum Available Annual	367:30
Maximum Available Sick	238:45
Use or Lose Leave	127:30

Status History			
Timestamp	Status	Name	Message
Apr 13 2005 10:51 AM	Validation Reset By Edit	Diane Dawkins (DDAWKINS)	
Apr 13 2005 10:50 AM	Timekeeper Validated	Diane Dawkins (DDAWKINS)	
Apr 13 2005 10:49 AM	Employee Validated	Roberta Johnson (RJOHNSON)	
Mar 11 2005 12:35 PM	New Record Created	Diane Dawkins (DDAWKINS)	

[Return](#)

Done Internet

Validate/Approve T&A Data

Once you have completed entry of your T&A data for the pay period, you should validate it. After you have validated it, your timekeeper will review the summary page to ensure accuracy. Your timekeeper will also validate the timecard. Your supervisor cannot certify the data until it has been validated. By validating the data, you are stating that the data is correct.

When you click *Validate* webTA checks the data for errors and possible problems. Examples of error and warning messages are shown in the figure below.

UserID	Name	PayPeriod	Error Message
RJOHNSON	Roberta Johnson	07	ERROR: Base hours recorded cannot be less than Duty Hours. Base hours: 76:00, Duty Hours: 80
RJOHNSON	Roberta Johnson	07	ERROR: Base hours are not balanced for APR-04.
RJOHNSON	Roberta Johnson	07	WARNING: There is a payroll transaction for accrued annual leave with no corresponding approved leave request.

All **errors** must be corrected before the timecard can be validated. **Warnings** are generated when the possibility of an error exists, but webTA cannot determine for sure that there is an error. Warnings should be carefully considered to determine if further action is needed.

If no error or warning messages are encountered, you will get a message indicating that the data was validated. If only warning messages are generated, you will see the warning messages, and the data will also be validated.

Certified T&As

You can review T&As for previous pay periods. You cannot change the data, but you can review it. Click **Certified T&As** on the main menu.

webTA: Certified T&A Summaries: com.threeis.webta.P445viewCertified - Microsoft Internet Expl...

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Certified T&A Summaries

Now viewing from Leave Year 2005, Pay Period 1 to Leave Year 2005, Pay Period 26.

From	To
2005 1	2005 26

Steve Smith (SSMITH)

	Pay Period	Date Range	Cert By	Cert Date	Cert Type
<input checked="" type="radio"/>	03 - 2005	Feb 06 - Feb 19	MSMARGIA	Feb 17 2005	WEBTA
<input type="radio"/>	02 - 2005	Jan 23 - Feb 05	MSMARGIA	Feb 04 2005	WEBTA
<input type="radio"/>	01 - 2005	Jan 09 - Jan 22	MSMARGIA	Jan 24 2005	WEBTA

KRONOS

The certified T&As are sorted by pay period and leave year, with the most recent records at the top of the form. Simply select the one you want to view by clicking the radio button next to it. Then click *View Certified Summary*. A new browser window pops up with the summary form. When you have finished reviewing it, close the browser window.

Leave and Premium Pay Requests

Leave Requests

Click **Leave/Prem Pay** on the main menu to review your active leave requests or to submit a new one. The page that is displayed shows all current and future leave requests that you have submitted with their current approval status.

- Pending – A leave request that has not been approved or denied.
- Yes – A leave request that has been approved.
- No – A leave request that has been denied.

webTA: Leave/Premium Pay Requests: com.threeis.webta.P355leaveRequest - Microsoft Internet Explorer

BPD Test Region [Help](#) [Logout](#)

Leave/Premium Pay Requests

Current Leave Requests

	Approved	Transaction	From Date	To Date	Total Hrs
Edit Del	Pending	Accrued Annual Leave	Jul 12 2005	Jul 22 2005	80:00
View	Yes	Accrued Annual Leave	Nov 25 2005	Nov 25 2005	8:00

[New Leave](#) [View History](#) [Calendar View](#)

Current Premium Pay Requests

	Approved	Transaction	From Date	To Date	Total Hrs
Edit Del	Pending	Compensatory Time Earned	Apr 09 2005	Apr 09 2005	4:00

[New Premium](#) [View History](#) [Calendar View](#)

Leave Transfer Program Donations

	Account	Hours	Status	PP	Year
Edit Del	Polly Puny	24:00	Pending		

[New Donation](#)

Total 24:00

	Approved Donations	This leave year	Last leave year
Voluntary Program:	0:00	0:00	0:00
Emergency Program:	0:00	0:00	0:00

[Return](#)

You cannot change leave requests that have been approved or denied, but a request that is pending can be changed. To change a pending leave request, click **Edit** next to the request. To view an approved or denied leave request, click **View** next to the request. To submit a new request click **New**.

When you are finished reviewing requests, click **Return** to go back to the *Employee Main Menu*.

Employee Leave/Premium Pay Request Page

To submit a new request, click **New** in the appropriate section on the Leave/Premium Pay Requests page. You will then see the screen below. Select the type of leave or premium pay from the drop-down list and enter the time into the calendar.

The total hours requested for that day should go in the top field within the calendar cell. Enter the From and To times into the designated fields below the total hours. To enter a request for another month, click on either of the arrow links at the top of the calendar.

webTA: Leave Request: com.threeis.webta.P356leaveRequestEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Leave Request

Request by: Steve Smith (SSMITH)

Request Information

Leave Type

March 2005						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
		1 Fr: To:	2 Fr: To:	3 Fr: To:	4 Fr: To:	5 Fr: To:
6 Fr: To:	7 Fr: To:	8 Fr: To:	9 Fr: To:	10 Fr: To:	11 Fr: To:	12 Fr: To:
13 Fr: To:	14 Fr: To:	15 Fr: To:	16 Fr: To:	17 Fr: To:	18 Fr: To:	19 Fr: To:
20 Fr: To:	21 Fr: To:	22 Fr: To:	23 Fr: To:	24 Fr: To:	25 Fr: To:	26 Fr: To:
27 Fr: To:	28 Fr: To:	29 Fr: To:	30 Fr: To:	31 Fr: To:		

Family and Medical Leave Act (FMLA) and Sick Leave

For some types of leave, you need to indicate what the leave is for. In particular, sick leave and leave used under the Family and Medical Leave Act (FMLA) require identification of the purpose of the leave. Simply click the radio button next to the appropriate responses.

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:

- ☐ Medical/dental/optical examination of requesting employee
- ☐ Care of family member/bereavement, including medical/dental/optical examination of family member
- ☐ Care of family member with a serious health condition
- ☐ Other ((e.g. personal illness or adoption). Provide the reason in Remarks.
- ☒ None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:

- ☐ Birth/Adoption/Foster Care
- ☐ Serious Health Condition of Spouse, Child, or Parent
- ☐ Serious Health Condition of Self
- ☒ None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Finally, you may enter remarks in the text box provided. The remarks are visible to the supervisor approving the request. The supervisor may also enter remarks.

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks

Save Cancel

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When you click **Save**, the form is checked for completion and errors are identified. You must correct the errors before you can save the form.

If the form has already been approved or denied, there is a **Return** button. When you have finished viewing or editing the form, click the appropriate button to return to the list of leave requests.

Leave/Premium Pay Request History

To view past requests, click **View History** on the Leave/Premium Pay Requests page. You will then see the screen below.

The screenshot shows a web browser window titled "webTA: Leave Request History: com.threeis.webta.P359viewLeaveRequestHistory - Microsoft I...". The browser's address bar shows the URL. The page content includes a header "BPD Test Region" with "Help" and "Logout" links. The main heading is "Leave Request History". Below this, the section "Leave Requests" is displayed. A table of requests is shown, with the first row selected. The table has columns: "Approved", "Transaction", "From Date", "From Time", and "To Date". The first row shows "Yes" for Approved, "Accrued Sick Leave" for Transaction, "Oct 20 2004" for From Date, "Oct 20 2004 5:00" for From Time, and "5:00" for To Date. Below the table, there are "View" and "Return" buttons. The Kronos logo is visible at the bottom left of the page.

Approved	Transaction	From Date	From Time	To Date
<input checked="" type="radio"/> Yes	Accrued Sick Leave	Oct 20 2004	Oct 20 2004 5:00	5:00
<input type="radio"/> Yes	Accrued Sick Leave	Oct 27 2004	Oct 27 2004 1:00	1:00
<input type="radio"/> Yes	Accrued Sick Leave	Oct 27 2004	Oct 27 2004 2:00	2:00
<input type="radio"/> Yes	Accrued Annual Leave	Sep 07 2004	Sep 10 2004 35:00	35:00
<input type="radio"/> Yes	Accrued Annual Leave	Sep 22 2004	Sep 22 2004 9:00	9:00
<input type="radio"/> Yes	Accrued Sick Leave	Sep 29 2004	Sep 29 2004 0:30	0:30

Select the request and click the **View** button to review the request. Click the **Return** button to return to the Leave/Premium Pay Requests page.

By clicking **Calendar View** on the Leave/Premium Pay Requests page you can also view requests in a calendar form. You will then see the screen below.

BPD Test Region

Leave Request Calendar View

Select view for: All my requests

Change View

March 2005						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
		1 A: SSMITH - 1:00	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

A: Approved time, P: Pending time

Return

The calendar shows the status (A = Approved, P = Pending), user ID and total time requested. You may change the scope of the view by clicking on the Select View drop-down list and clicking **Change View**. Click the **Return** button to return to the Leave/Premium Pay Requests page.

Making Leave Donations

Leave donations may be made at any time to approved leave recipients in the Leave Transfer Program, as long as you have enough leave available and you have not exceeded the limitations on donations. To create a leave donation, click **Leave/Prem Pay** from the Employee Main Menu. The page that is displayed (see below) shows all current and future leave requests, then a summary of donations you have made to the Leave Transfer Program.

If you have active donations, they are displayed. Once a donation is approved, you cannot modify it. If it has not yet been approved, you may click **Edit** and make changes. Once approved, there is a **View** button that you can use to see the donation, but you cannot modify it.

webTA: Leave/Premium Pay Requests: com.threeis.webta.P355leaveRequest - Microsoft Internet Explorer

BPD Test Region [Help](#) [Logout](#)

Leave/Premium Pay Requests

Current Leave Requests

	Approved	Transaction	From Date	To Date	Total Hrs
Edit Del	Pending	Accrued Annual Leave	Jul 12 2005	Jul 22 2005	80:00
View	Yes	Accrued Annual Leave	Nov 25 2005	Nov 25 2005	8:00

[New Leave](#) [View History](#) [Calendar View](#)

Current Premium Pay Requests

	Approved	Transaction	From Date	To Date	Total Hrs
Edit Del	Pending	Compensatory Time Earned	Apr 09 2005	Apr 09 2005	4:00

[New Premium](#) [View History](#) [Calendar View](#)

Leave Transfer Program Donations

	Account	Hours	Status	PP	Year
Edit Del	Polly Puny	24:00	Pending		

[New Donation](#)

Total 24:00

Approved Donations

	This leave year	Last leave year
Voluntary Program:	0:00	0:00
Emergency Program:	0:00	0:00

[Return](#)

Donations To Account

You can create a leave donation by clicking **New Donation** in the *Leave Transfer Program Donations* section. You will see the screen below. This screen captures all of the information required for making a leave donation. You must fill in all the fields on the form before saving it.

webTA: Donations to Account: com.threeis.webta.P357editDonation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Donations to Account

Donor Information

User ID:	SSMITH
Leave Account:	Polly Puny <input type="button" value="Search"/>
Position:	Clerk
Grade:	5
Step:	4
Hours:	24:00
Account:	999999999 (Test Account) ▼
Type of Leave:	Donated Annual Leave ▼
Remarks:	<input type="text"/>
Approved:	Pending

KRONOS

If you know the name of the leave recipient you are donating to, you may simply type it in the *Leave Account* field. If you do not know the specific name, you may click **Search** to find it.

The position, grade and step fields are required for agency reporting purposes.

As with your T&A, if your timekeeper has stored your accounting, you will not need to select an account. The account field will show *NFC Stored Account*. If your timekeeper has not stored your accounting, you must select an account for the donation.

The type of leave being donated must be selected. It may only be annual leave or restored annual leave. The webTA system will not permit you to donate more leave than you have available.

The status of the donation is *Pending* until it is approved by the Pay and Leave staff. Once the donation is approved, it is noted on your T&A report, and the leave is deducted from your leave balance.

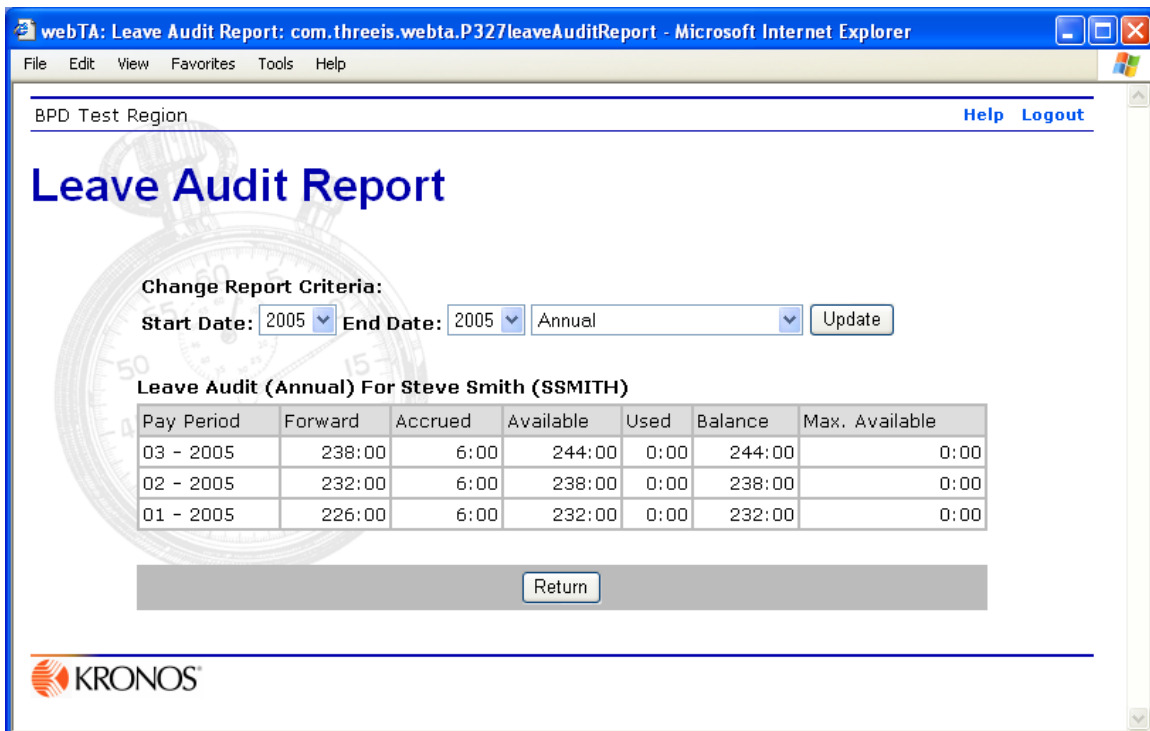
Click **Save** to save the donation and return to the Main Menu or click **Cancel** to return without saving.

Reports

Employees can view a report showing leave usage through the year. To view this report, click **webTA Reports** from the Employee Main Menu. Select the **Leave Audit** report from the Employee Reports Menu.



Select the starting leave year, ending leave year, and type of leave from the drop-down lists. Then click **Update**.



Locator Information

The webTA system is configured to send task notifications (such as approval of leave requests) through email. The webTA system will use the email address saved in the webTA Locator for any tasks sent to you. The only information required in the webTA Locator is the email address.

To enter your email address, click **Locator Info** from the Employee Main Menu. The screen below is displayed. Enter your email address in the Email/Internet field, then click **Save**.

webTA: Locator Info: com.threeis.webta.P360editInfo - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Locator Info

Office Contact Information for Steve Smith

Building	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
Room Number	<input type="text"/>
Mail Stop/Routing Code	<input type="text"/>
City	<input type="text"/>
State	West Virginia <input type="button" value="v"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>
APO	<input type="text"/>
Office Phone	<input type="text"/>
Extension	<input type="text"/>
Cell Phone	<input type="text"/>
Pager	<input type="text"/>
Email/Internet	Steve.Smith@bpd.treas.gov
Fax	<input type="text"/>

Timekeeper Tasks

If you need your timekeeper to update information that you do not have access to, you can enter a timekeeper task message. The message you enter is sent to your timekeeper through email.

Click on **Send Task** from the Employee Main Menu. The screen below is displayed. Type in the message and click **Save**.

webTA: Task Timekeeper: com.threeis.webta.P370sendTask - Microsoft Internet Exp...

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Task Timekeeper

Please enter a tasking message to send to your timekeeper.

